

Donemana Primary School



ADMINISTRATION OF MEDICATION AND FIRST AID IN SCHOOL POLICY

Date ratified: 16th April 2025

Signed (Chair of BoG) T Wallace

Date of review: April 2028

Administration of Medicines

The Board of Governors and staff of Donemana Primary School wish to ensure that pupils with medication needs made known to the school receive appropriate care and support at school. The Board of Governors will indemnify members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so and only in accordance with this policy.**

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Parents must discuss medicine requirements with the Principal and must attend school to complete 'Parental Agreement Forms for Administration of Medicines' in advance of any medicine being brought in to school.

Only reasonable quantities of prescribed medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). This will be placed in a secure location in the office.

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.

- . Storage requirements (if important).
- . Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked drawer.

The school will keep records of medicine administered and will supply parents with a copy when medicine has been administered.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. Parents will be informed and encouraged to take pupils home for medical care. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional

arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

First Aid

The Governors of Donemana Primary School accept their responsibility under the Health and Safety (First Aid) regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with regulations.

The provision of First Aid within the school will be in accordance with guidance on First Aid in school.

Statement of First Aid

The School's arrangements for providing First Aid will:

- place a duty on the Governing body to approve, implement and review the policy.
- place individual duties on all employees.
- report, record and where appropriate investigate all accidents.
- record all occasions when first aid is administered to employees, pupils and visitors in the Accident Book.
- provide equipment and materials to carry out first aid treatment.
- make arrangements to provide training to employees, maintain a record of that training and review annually.
- establish a procedure for managing accidents in school which require First Aid treatment.
- provide information to employees on the arrangements for First Aid.
- provide parents with written information of First Aid carried out via Donemana Primary School First Aid slip.

Arrangements for First Aid

- The location of First Aid Kit in school is the staffroom (first aid cabinet).
- The contents of the kits will be checked on a regular basis by the School Clerical Officer.

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins

- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 pair of disposable gloves
- Basic hygiene procedures must be followed by staff. Single use disposable glove must be worn when treatment involves blood or other bodily fluids
- Appointed persons for First Aid are **Mrs C Timoney** and **Mrs A Parkhill**
- First Aid training will be offered to all staff every three years.

Off-site activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. . There are mobile First Aid Kits, which can be taken on school trips (also stored in staff room).

Information on First Aid arrangements

The Principal will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kit.
- All members of staff will be made aware of the school's first aid policy.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive/ Education Authority as required
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary ensure that an ambulance or other professional medical help is called.
- To ensure first aid boxes are re-stocked as required

Plasters

Plasters will be applied when required as deemed appropriate by the first aider. It is the responsibility of parents to notify the school of any allergies, including an allergy to plasters.

Pupil accidents involving their head

If an incident involves a bang to the head or a child passing out the school will ring home and inform parents and record incident accordingly. Parents will be asked to come and check on their child and if necessary take them home to be closely monitored/take them to see a medical professional.

Transport to hospital or home.

- The First Aider and Principal will determine what is a reasonable and sensible action to take in each case.

- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the school will contact the parents for them to take over responsibility for the child.